

<p align="center"><i>Agency Name</i></p>					I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.					<p align="center">Cardholder Signature</p>	
					PURCHASE CARD LOG SHEET Turn this form into Accounting at the end of business on the 18th of each month, even if you did not use your Purchase Card during this period.						
<p align="center">Period:</p>					<p align="center">Cardholder Printed Name:</p>						
Cost Code	Project Code	Subobject	Date	Vendor	Description	Individual Transactions	Prior Month Purchases	Current Month Purchases	Please (x) if on Monthly Statement		
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
Grand Total							\$0.00	\$0.00		\$0.00	

KEEP A COPY FOR YOUR RECORDS.

SMALL PURCHASE CHARGE CARD (AMEX) LOG SHEET

1	Enter time period for purchase log (should be the 21st of month to the 20th of subsequent month)
2	Enter Cardholder's name
3	Copy outstanding items from prior month's log sheet over. Carry forward amounts should be entered in column G and not column H.
4	Purchases should be entered on purchase log as they made. For purchase where costs will be spread among multiple subobject codes, list each subobject code separately. The amount to be charged to each subobject code should be included in the description. Enter the total amount of the purchase on the last item.
5	Returns and credits should be posted to purchase log.
6	When a items appear on AMEX statement, place X in column H. You can check the status of items posted to your account any time by logging on to the AMEX website. Cardholder should print out monthly statement from website when statement period ends (usually 21st of each month).
7	Items that do not appear on the statement, should not have a total in column I. The grand total in column I should match the AMEX monthly statement. When purchase log is reconciled to AMEX monthly statement print out a hard copy of the purchase log.
8	Cardholder should attach printed AMEX monthly statement and documentation supporting each item appearing on the AMEX monthly statement to the printed copy of the purchase log, in the order that it appears on the purchase log. Cardholder should sign purchase log, certifying that purchase log is reconciled to monthly AMEX statement and that all documentation is attached.
9	Supervisor should sign log sheet, certifying that the he has reviewed and approved the purchases, that the employee had included all appropriate documentation and that the log sheet is reconciled to the AMEX monthly statement. Purchase log and documentation should be submitted to Program Administrator by 23rd of each month.

<i>Department of Money</i>				I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.				8	
SMALL PURCHASE CARD LOG SHEET Turn this form into Accounting at the end of business on the 23rd of each month, even if you did not use your American Express card during this period.				I HEREBY CERTIFY THAT THE EXPENSES LISTED ON THIS LOG SHEET HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.				Cardholder Signature	
								9	
Period: 1				Cardholder Printed Name: 2				Supervisor Signature	
Cost Code	Subobject/ Project Code	Date	Vendor	Description	Individual Transactions	Prior Month Purchases	Current Month Purchases	Please (x) if on Monthly Statement	
123	1209	11/01/04	ABC Corp	Convention registration		\$ 3 24.50		6 X	\$ 24.50
123	1309	11/09/04	Staples	Office supplies - pens	4 \$20.14			- 7	-
123	1309	11/09/04	Staples	Computer supplies	\$36.87		\$ 57.01	X	\$ 57.01
123	1309	11/09/04	Staples	Credit for pens			\$ 5 (8.16)	X	\$ (8.16)
123	1309	11/09/04	Staples	Office supplies - folders			\$ 96.66	-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
								-	\$ -
Grand Total							\$24.50	\$145.51	\$73.35

KEEP A COPY FOR YOUR RECORDS.